





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Reserve Apparatus	SECTION/TOPIC: OPERATIONS
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I. PURPOSE

- A. The purpose of this Standard Operating Procedure is to define the process for placing a reserve apparatus in service in the place of a primary apparatus or adding a reserve apparatus to an incident.

II. SCOPE

- A. This Standard Operating Procedure applies to all personnel within the Northern Wake Fire Department.

III. PROCEDURE

- A. Swapping to a Reserve
 1. Obtain the Radio ID of the Reserve Apparatus. (See Appendix A)
 2. Log out of CAD on the Primary Apparatus MDT.
 3. Remove the Primary Apparatus MDT from the Docking Station.
 4. Place the MDT in the Reserve Apparatus Docking Station.
 5. Power up the MDT
 6. Log-In (Fros@911)
 7. Start Inform Mobile
 8. Select the Primary Apparatus Unit ID (ie. NWE11)
 9. Enter the Reserve Apparatus Radio ID without the "7" (ie. 32240 for NWRE32)
 10. Select Log in
 11. The Reserve Apparatus will now run as the Primary Apparatus in CAD with the same CAD capabilities as the Primary Apparatus.
 12. The Primary Apparatus will be dispatched as normal, even though the Reserve Apparatus is being used.
 13. When the Primary Apparatus is ready to return to service, follow this same procedure and place the Reserve apparatus out-of-service at its assigned station.

B. Adding a Reserve to an Incident

1. The Reserve Engines are "Out-Of-Service" in CAD and have no capabilities and will not be dispatched by CAD to incidents.
2. If personnel arrive at the station and a Reserve Engine is needed for an emergency response, simply call RWECC and add the Reserve Engine to the incident and respond as normal utilizing the DEK box.
3. Upon completion of the incident, call RWECC and place the Reserve Engine back "Out-Of-Service" at the assigned station.

APPENDIX A

STATION	UNIT	UNIT ID	RADIO ID	MDT ID
1	Engine 11	NWE11	732112	32112
1	Tanker 18	NWTA18	732007	32007
1	Ladder 35	NWL35	732240	32240
1	Brush 19	NWB19	732010	32010
1	Utility 10	NWU10	732244	No MDT
1	Boat 1	NWBO1	No Mobile	No MDT
1	Battalion 1	NWBATT1	732183	32183
1	Car 1	NWC1	732090	32090
1	Car 2	NWC2	No Mobile	No MDT
1	Car 3	NWC3	732242	No MDT
1	Car 4	NWC4	732243	No MDT
1	Car 5	NWC5	732118	32118
1	Car 6	NWC6	No Mobile	No MDT
1	Car 7	NWC7	No Mobile	No MDT
1	Car 8	NWC8	No Mobile	No MDT
2	Engine 21	NWE21	732307	32307
2	Rescue 25	NWR25	732013	32013
2	Tanker 28	NWTA28	732310	32310
2	Brush 29	NWB29	732312	32312
2	Utility 20	NWU20	732141	No MDT
2	Boat 2	NWBO2	No Mobile	No MDT
2	Battalion 2	NWBATT2	731652	31652
3	Engine 31	NWE31	732115	32115
3	Reserve Engine 32	NWRE32	732005	No MDT
3	Tanker 38	NWTA38	732080	32080
3	Utility 30	NWU30	732081	No MDT
3	Boat 3	NWBO3	No Mobile	No MDT
4	Engine 41	NWE41	732309	32309
4	Reserve Engine 22	NWRE22	732002	No MDT
4	Tanker 48	NWTA48	732014	32014
4	Brush 49	NWB49	732311	32311
5	Engine 51	NWE51	732690	32690
5	Tanker 56	NWTA56	732006	32006
5	Air 55	NWAIR55	732012	32012